



# CLARKE FARM CONDOMINIUM ASSOCIATION

## ARCHITECTURAL APPLICATION/PROPOSAL TO MODIFY CONDOMINIUM PROPERTY

Date:

Name:

Address:

Unit #

Phone:

Alt. Phone:

E-Mail:

### INSTRUCTIONS:

1. Fill out the form completely and either print the form or save the form file to your device.
2. Return the printed document to the Property Manager or email the completed PDF form. To view instructions for completing and submitting the form, click [here](#).
3. Property Manager will forward to Board for review
4. Board gets committee recommendation and approves or denies the proposal
5. Property Manager will notify owner of the Board's decision

**DESCRIPTION OF PROPOSED CHANGE:** Please be explicit in your description as to the location, nature, kind, shape, height, materials and color to be used; attach drawings and photos as necessary. Failure to provide this information may delay the review and/or approval.

Please provide name, address, telephone, license and insurance of Contractor(s) below:

I, unit owner of Unit # \_\_\_\_\_ (and any successor in interest), understand that I am responsible for the maintenance thereof, both current and future. Additionally, I understand that any modification initiated prior to Board approval will be subject to denial of approval, fine, or "undoing" of modification(s) at my expense.

Submitted by: (printed name)

Date

Repair & Maintenance:

Recommended

Not Recommended for the following reason:

Date:

Landscape Committee:

Recommended

Not Recommended for the following reason:

Date:

Board Decision:

Approved

Not Approved for the following reason:

Date: